



Wisconsin Office of Justice Assistance  
1 S. Pinckney Street, Suite 615  
Madison, WI 53703-3220

Scott Walker  
*Governor*

John Murray  
*Executive Director*

*Violence Against Women Act*  
**VAWA STOP Specialized Enforcement  
(2012)**

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before April 12, 2012**

***Increase your Grant Writing Success. Attend FREE Training:***

**Grant Writing for VAWA Funding**

**Next session is February 10, 2012**

**[Register Online](#)**



## Important Contact Information for this Grant Opportunity:

Program/Policy: Kittie Smith (608) 261-8762 or  
[kittie.smith@wisconsin.gov](mailto:kittie.smith@wisconsin.gov)

Budget/Fiscal: JoEllen Fleming (608) 264-7657 or  
[joellen.fleming@wisconsin.gov](mailto:joellen.fleming@wisconsin.gov)

Egrants Assistance: Weekdays, 8am – 4:30pm  
Email: [OJAEgrants@wi.gov](mailto:OJAEgrants@wi.gov)  
Local calls: (608) 267-9068  
Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Egrants page of our website: <http://oja.wi.gov>.

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

## Grant Announcement Summary

**Program Area:** Violence Against Women (VAWA)

**Grant Title:** VAWA STOP: Specialized Enforcement (2012)

**Description:** The goal of this grant opportunity is to enhance the ability of local communities to keep women safe and hold perpetrators accountable. The grant project will achieve this by: 1) enabling more effective enforcement of laws prohibiting violence against women through the development of focused enforcement units with specialized skills and tactics, 2) improving the capacity of law enforcement to appropriately respond to the needs of victims, and 3) developing and implementing policies and protocols to insure an effective response. Grant funds are available to plan, develop or expand specialized enforcement and investigative units or other specialized resources that focus on sexual assault, domestic violence, stalking crimes, and/or human trafficking.

**Opportunity Category:** Competitive

**Important Dates:**

VAWA Grant Writing Training: February 10, 2012 ([Information](#))

Application Due Date: April 12, 2012

Project Start Date: July 1, 2012

Project End Date: June 30, 2013

**Anticipated Funding Amount:** Total available funding for this grant program funding announcement is \$175,000-\$190,000.

**Match/Cost Sharing Requirement:** A 25% match is required which may be cash or in-kind.

**Eligibility:** This opportunity is open to all Wisconsin Law Enforcement Agencies.

**Certification of Consultation:** In order to apply for VAWA STOP Formula Grant Program funds, applicants must certify by letter that they have consulted with a local not-for profit, non-governmental victim service provider in the development of this application. A sample letter of certification is included at the end of this grant announcement.

State and local units of government, tribal governments and private, not for profit agencies are eligible to apply for funding assistance in the available program areas. It is OJA policy that faith-based and community organizations that statutorily qualify as eligible applicants under Office on Violence Against Women programs are invited and encouraged to apply for assistance awards to fund eligible grant activities.

**Eligible Expenses:** All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

## ***VAWA STOP: Specialized Enforcement (2012)***

The Wisconsin Office of Justice Assistance (OJA) provides financial and technical assistance to public safety, first response and emergency management agencies throughout the state. As the State Administering Agency for state and federal criminal justice and homeland security grant funds, OJA is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

### **Program Description**

The goal of this grant opportunity is to enhance the ability of local communities to keep women safe and hold perpetrators accountable. The grant project will achieve this by: 1) enabling more effective enforcement of laws prohibiting violence against women through the development of focused enforcement units with specialized skills and tactics, 2) improving the capacity of law enforcement to appropriately respond to the needs of victims, and 3) developing and implementing policies and protocols to insure an effective response. Grant funds are available to plan, develop or expand specialized enforcement and investigative units or other specialized resources that focus on sexual assault, domestic violence, stalking crimes and/or human trafficking.

### **Award Information**

Competitive applications for Specialized Enforcement projects will be accepted for Federal Fiscal Year 2012 project period July 1, 2012 through June 30, 2013. Specialized Enforcement projects are funded with STOP Violence Against Women Formula grant funds awarded annually to the Office of Justice Assistance from the USDOJ Office on Violence Against Women. STOP Formula grants are part of the larger Violence Against Women Act (VAWA).

Specialized Enforcement projects are limited to two consecutive two year award periods (to total four years of program implementation). Upon application approval, the applicant agency's project director will receive a paper grant award document by mail in approximately 30 days.

### **Submit Applications Using Egrants**

Applications must be submitted through the OJA Egrants online grants management system. If you have never used OJA Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process. On the account registration site, you will have a choice between the OJA Egrants and Commerce eGrants. Please take care to select **OJA Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The OJA help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the OJA website (Egrants page). If you have any problems using Egrants, please contact our help desk at [OJAEgrants@wi.gov](mailto:OJAEgrants@wi.gov) or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

## Application Components

Through Egrants, you will provide OJA with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Kittie Smith, VAWA Program Policy Analyst at (608) 261-8762 or email [kittie.smith@wisconsin.gov](mailto:kittie.smith@wisconsin.gov).

For this grant announcement, the following information is required in your Egrants application. Please note: **For responses to text box fields**, begin by typing your responses into a word processing program to add formatting and complete a spell-check. Copy and paste the formatted content into the Egrants text box fields.

### 1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit.]”

Responses to this section will be used on the OJA website, cited in OJA reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

### 2. Approval Checklist

Answer Yes or No to each question.

### 3. Performance Measures

If awarded a grant, you are required to report your progress against pre-established targets. In your application, please establish benchmarks against the measures given. You will report progress against these measures in your quarterly reports. If no measures are displayed, mark the section “Complete” and “Save”.

### 4. Budget Detail *(point value if rated)*

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Also, please be aware that there is a 25% cash match required for these funds. To calculate the total budget and match amounts, use these formulae:

- Award Amount  $\div$  0.75 Federal Share = Total Project Budget
- Adjusted Project Costs  $\times$  0.25 Recipient's Share = Required Match

Example: For a grant award of \$350,000, the calculation would be:

1. Total Budget:  $\$350,000 \div 0.75 = \$466,666$
2. Required Match:  $\$466,666 \times 0.25 = \underline{\$116,667}$

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation. List items included in benefits.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.485/mile
- Lodging: \$70/night (\$80/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$9/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$17/dinner (returning after 7 p.m.); \$5/breaks

(Please note: Travel and training for contracted employees does not go in this section. These expenses should be itemized under "Contractual".)

***Paying for food from U.S. Dept. of Justice funds is no longer allowed or strict limitations apply as of Oct. 2011. Food for clients being served by the program is the only time prior approval is not needed. Please consult your grant manager prior to submitting this application for clarification and for prior approval.***

Equipment: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, software and equipment with an acquisition cost of less than \$5,000 per unit. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent:  $\$150/\text{mo} \times 12 \text{ months} = \$1,800$ . New guidelines concerning the cost of food at events are in development. Applicants intending to include these costs should contact Kittie Smith, Program Manager.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed

information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Consultant fees in excess of \$650 per 8 hour day require additional justification (contact OJA). List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by OJA. No fund reimbursements will be made prior to receipt of the contract.

Other: Items that don't fit into specific categories. Examples: Confidential Funds, Overhead (if allowed)

Note on Procurement: OJA requires any purchases/contracts to be made through the agencies' own local procurement procedures and regulations. Check with your own officials to see whether equipment or services requested in the grant need to be put out to bid or if a sole source can be used

Budget Modifications: Once your Egrants application is submitted to OJA, any significant changes to the budget will require an Egrants modification request. Contact the program manager for this grant announcement if a modification is needed.

## **5. Basic Services Outline**

Open the [Basic Services Outline](#) form found on the OJA website. Complete the form, save it to your computer and attach it to this section of your Egrants application. Also attach a copy of written agency protocols to this section. Please note: Documents larger than 4 MB cannot be attached to Egrants. Please submit PDFs to reduce document size. If you are unable to attach protocols due to size, please contact [Kittie Smith](#) to identify an alternate method for submitting these documents.

## **6. Problem Description**

Describe the problem or issue that this grant will serve to solve or diminish.

Be sure to present operational as well as collaborative challenges to be addressed by the project. How will command staff, investigators, and first responders be integrated into the project? Include a history of training sessions conducted and any assessment of training needs that remain to be addressed during the project.

This section should help reviewers understand how the work your department has already accomplished in addressing challenges to responding to incidents of crimes of violence against women in your county leads you to believe this project will contribute to more success in the grant period.

## **7. Goals and Objectives**

The purpose of this section is to: 1) Describe the broad goals for your project, 2) Present clear objectives designed to achieve those goals, and 3) Outline a plan to evaluate or assess success in achieving your proposed outcomes.

Choose the most critical expectations to develop into objectives for this project.

(Use the [VAWA Goals and Objectives Chart](#). The template can be accessed through the OJA website ([www.oja.wi.gov](http://www.oja.wi.gov)) in the document library.)

## 8. Implementation Plan

Please provide the following information: 1) Outline the project operations and tasks intended to accomplish the objectives you describe in program goals and objectives, 2) Include a timeline for implementation steps, and 3) Describe coordination efforts with other relevant community programs.

## 9. Required Attachments

Please attach the following documents to your application in this section:

### ☐ DUNS Number Reporting.

Follow this link to the form for reporting the DUNS number: [DUNS Form](#). Download and complete the form, save it to your computer and attach it to your Egrants application in this section.

**About DUNS Number Reporting:** The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

### ☐ Position Descriptions

Please attach position descriptions for each funded or partially funded position in this section of Egrants.

## Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. These applications will be reviewed by a panel of experts in crimes of violence against women. Authors may assume basic knowledge of these crimes. OJA staff will review applications to insure consistency with statewide strategies and make funding recommendations to the OJA Executive Director. All final grant award decisions will be made by the OJA Executive Director.

## Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements.

## **Additional Resources**

Additional information about the Office of Justice Assistance and resources to assist with Egrants is available as follows:

- Office of Justice Assistance website: <http://www.oja.wi.gov>
- Training on Grant Writing for this opportunity is scheduled for February 3, 2012 at OJA's Madison office. For more information, go to the [OJA website](#).
- A helpful [Egrants User Guide](#) is posted on the Egrants page of the OJA website. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.  
Email: [OJAEgrants@wi.gov](mailto:OJAEgrants@wi.gov)  
Local calls: (608) 267-9068  
Outside the 608 area code: (888) 894-6607

## **Program Language from the STOP VAWA Statewide Implementation Plan**

### ***Program 4: Specialized Enforcement***

Federal VAWA Purpose Areas: 2, 4 & 6

#### **Program Goals:**

To enhance the ability of local communities to keep women safe and hold perpetrators accountable by:

- Enabling more effective enforcement of laws prohibiting violence against women through the development of focused enforcement units with specialized skills and tactics.
- Improving the capacity of law enforcement to appropriately respond to the needs of victims.
- Developing and implementing policies and protocol to insure an effective response to the special crime and victim circumstances of violent crimes against women.

#### **Scope of the Program:**

Funds are available to plan, develop or expand specialized enforcement and investigative units, or other specialized resources that focus on sexual assault, domestic violence, stalking crimes, and/or human trafficking.

#### **Program Guidelines**

- Specialized units must be defined and named with specific core staff and operational commanders. A unit may consist of part-time or prorated staff in smaller jurisdictions.
- For specialized crime units, all follow-up interviews with victims should be conducted by members of the specialized unit even though patrol officers may conduct initial crime scene investigations.
- Whenever possible, staff should interview victims in the presence of a victim advocate.
- Specialized resources that are not necessarily distinct organizational units may be funded. (These may include a full or part time training/coordination officer for community policing officers in domestic abuse and sexual assault case investigation follow-up.)
- Projects with a community policing focus must include the development and/or implementation of community policing protocols for domestic violence or sexual assault crimes.
- Projects should establish working agreements with victim service agencies and may be multi jurisdictional.
- All funded positions must receive training on matters such as relevant laws, dynamics of sensitive crime cases and of victimization, victim needs, and special evidence collection and interviewing techniques (including forensics in sexual assault cases).
- Staff must develop policies and protocols concerning the safety, comfort, and emotional wellbeing of the victim, effective evidence collection, and investigation.
- All projects must include a plan for case follow-up and investigation.
- Specialized personnel must coordinate activities with the prosecutor's office, victim advocates, and social services.
- Funded staff must work exclusively on cases involving the targeted violent crimes against women (although funding for a prorated portion of a broader specialized unit or position is possible).
- Funded staff should be knowledgeable of other community services, such as shelters, counseling and health/medical services, and be able to provide information and referrals to these services as needed.
- Primary victim service agencies should be identified. Written collaborative agreements must be developed.

**Minimum Requirements:**

- Staff must develop policies and standard operating procedures that emphasize the safety of the victim as well as the effectiveness of evidence collection and case investigation.
- All projects must include a plan for appropriate case follow-up and investigation.
- All projects must include written collaborative agreements with primary victim service agencies. Multi-jurisdictional law enforcement projects must include an outline of each agency's respective responsibility in a written memorandum of understanding.
- The needs of underserved populations and related enforcement tasks must be assessed when appropriate. This includes looking at barriers to effective enforcement due to cultural or language differences. Culturally specific training should be provided to meet the needs of underserved domestic violence and sexual assault victims from various cultural groups.
- A staff training plan must be developed which includes a description of the type and scope of planned training, the specific staff to be trained, and methods for sharing information.
- OJA may require key project staff to attend a policy development workshop.
- Specialized units and other specialization projects must be represented on a Coordinated Community Response Task Force where one exists.
- Applications must describe the planned duties of funded staff, their responsibilities relative to targeted crimes, and the organizational structure of the department and unit, if so designated.
- Applicants must establish a back-up plan to cover program activities when funded staff is not available.

## Sample Letter of Certification of Consultation

*YOUR LETTERHEAD*

John Murray  
Executive Director  
Wisconsin Office of Justice Assistance  
1 S Pinckney Suite 615  
Madison WI 53703-3220

Director Murray:

*Our Program* certifies that we have consulted with *names of community partners and especially the not-for profit, non-governmental victim service provider* in the planning and development of the *project name* outlined in the VAWA STOP: Specialized Enforcement (2010) application submitted to Egrants on *date*.

I will be happy to provide documentation of this consultation upon request. You can reach me at *provide contact information*.

Sincerely,